

**POLI 4350-110: U.S. Civil Religion (CRN 10367)**

**Cross Listed**

**RELS 4389-110: U.S. Civil Religion (CRN 10374)**

Spring 2018 rev. 01.11.2018

Texas A&M University-Central Texas

**INSTRUCTOR AND CONTACT INFORMATION**

**Instructor:** Daniel G. Karppi, Ph.D.

**Office:** As an adjunct instructor, I do not have an office on campus.

**Phone:** 254-702-4890

**Preferred:** Canvas Inbox.

**Secondary:** Dan.Karppi@tamuct.edu

**Office Hours.**

As an adjunct instructor, I do not hold regular office hours on campus; however, I will be available to students as follows:

- In our assigned classroom fifteen minutes before each class meeting.
- In our assigned classroom after class as needed.
- On campus to meet with students on non-class days by appointment (after 5:30 pm).
- I check my email and Canvas Inbox at least once per day: Monday through Thursday (usually in the evening) and Fridays (usually in the morning).

**Mode of instruction and course access.**

This is a face-to-face, classroom course. As defined by TAMU-CT's Standard Administrative Procedure, "Program and Course Delivery Modes," such courses are defined as follows: "Classroom courses keep learning activities organized around scheduled class meetings with the instructor and all students in the same location (0-10% online activity).

This course uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>].

Students should notify me immediately if they are unable to access the course materials posted on Canvas (Word documents, PowerPoint slides, pdf documents, and non-TAMUCT websites for which links are provided in Canvas). Even when they can access these materials, students occasionally experience difficulties viewing them on their personal devices (phones, tablets, desktops, etc.). Should this occur, contact me immediately. These technical problems commonly arise from the individual student's personal device. In such cases I will refer him/her to technical support (see details below). However, if there is a problem with Canvas or with the materials I provided, I want to know about it. **Be advised:** technical problems with a personal computer or device are not an excuse for submitting work late. Late penalties will be waived if the technical problem is shown to be the result of Canvas or instructor error.

**Student-instructor interaction.**

See Office Hours above for details.

**911 Cellular.**

Emergency Warning System for Texas A&M University – Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

**COURSE INFORMATION****Course Description.**

This is a cross-listed course in the political science and religious studies programs.

**POLI 4350. Government Seminar. 3 Semester Credit Hours.**

Explore topics in government with independent reading, research, discussion, and writing, under personal direction of instructor. May be taken more than once for credit. Prerequisite(s): Senior standing, 18 hours of POLI, or permission of Program Coordinator.

**RELS 4389. Special Topics in Religion. 3 Semester Credit Hours.**

Examine selected topics within religious studies. May be repeated for credit when topics vary. Prerequisite(s): None.

This course is a study of civil religion. It examines the debate in Western political thought concerning the nature of civil religion and the American approach to civil religion from the colonial period to the present.

**Course Overview.**

This course adopts an interdisciplinary approach to the study of civil religion. One approach focuses on political philosophy. It examines how various political thinkers have dealt with the problem of competing claims of authority in society, namely, religious authority and political authority. Major thinkers include, but are not limited to, Rousseau, Machiavelli, Hobbes, Spinoza, Locke, Montesquieu, Hume, Smith, Mill, Nietzsche, Weber, Heidegger, and Rawls. The second approach is historical. It examines the role played by civil religion in the life of the United States from its colonial beginnings to the present. Special attention will be paid to the impact of civil religion on the institutions of American government (legislative, executive, judicial, and the bureaucracy).

**Course Objective.**

The main objective of this course is to familiarize students with one of the most enduring problems in Western political thought; namely, how should those who wield political authority respond to those who wield religious authority? By examining the ways in which the American people have answered this question, students will gain a better understanding of American political culture. By extension this understanding of political culture will enhance their ability to engage in dialogue with others in matters concerning legal, political, and social conflicts.

**Student Learning Outcomes.**

The following suggests the essence of the course. Upon completion the student will be able to:

1. Explain the problem of competing claims of authority in society, namely, religious authority and political authority.
2. Explain the various solutions to this problem as outlined by major political thinkers including: Rousseau, Machiavelli, Hobbes, Spinoza, Locke, Montesquieu, Hume, Smith, Mill, Nietzsche, Weber, Heidegger, Rawls, and others.
3. Describe American civil religion as it has been expressed throughout the history of the nation from colonial times to the present, including: Puritan New England, the Revolutionary War and founding era, the antebellum period, the Civil War and Reconstruction, the Progressive era, the Great Depression, and the post-World War II era.
4. Discuss current political debates in light of American civil religion.
5. Explain the impact of civil religion on the institutions of American government (legislative, executive, judicial, and the bureaucracy).
6. Critique the concept of civil religion in terms of its philosophical underpinnings and its usefulness in explaining American history and political culture.
7. Conduct scholarly research related to the field of civil religion.

**Competency Goals Statements (certification or standards).**

The material in this course is not associated with any official certifications.

**Required Reading and Textbook(s).**

Beiner, Ronald. 2011. *Civil Religion: A Dialogue in the History of Political Philosophy*. Cambridge: Cambridge University Press.

Gorski, Philip. 2017. *American Covenant: A History of Civil Religion from the Puritans to the Present*. Princeton: Princeton University Press.

Additional reading will be required as it relates to specific assignments. There is no required textbook for these readings. They will be available to the students via the internet or library reserves.

## COURSE REQUIREMENTS

### Exams (2 @ 250 points each).

- **Learning Outcomes Targeted:** 1, 2, and 3.
- These exams will cover the material in the required readings per the Reading and Exam Schedule below. They will also cover material presented in class lecture and discussion.
- Exams may consist of any combination of essay questions, short answer questions, true & false questions, matching, or multiple choice questions.
- **Make-up Exam Policy:** Students not present on exam days must make arrangements with the instructor to take a make-up exam. PLEASE NOTE: Make-up exams may consist of additional essay questions. In addition, twenty-six (26) points will be deducted from all make-up exams. Therefore, the highest score a student can receive on a make-up exam is 224.
- Late penalties will not apply in cases where a student requires a reasonable accommodation related to missing the exam. In order to qualify for this exception, a student must present the appropriate documentation from the Access and Inclusion department.
- Students may arrange with the instructor to take each exam early. Early exams will be authorized on a case-by-case basis. If the instructor does not have the exam prepared early, this option will not be available. Early exams will not be subject to a point penalty.
- Each exam will cover the assigned reading material, class discussion, and class lecture. The student is responsible for all assigned reading – even if some reading material is not directly covered in class lecture.
- Students should bring a scantron and blue book to each exam.

### Research Paper (1@200 points).

- **Learning Outcome Targeted:** 7 (1-6 depending on student research topics).
1. In order to successfully complete this assignment, the student must select a topic related to civil religion and research it in detail.
  2. It is recommended that students consult with the instructor on possible topics before starting the process of research and writing. This will allow the instructor to confirm the relevance of the topic and to offer helpful advice with regard to source material.
  3. The paper must include the following elements:
    - a. An introduction to your research project. Introduce the reader to the nature and scope of your research. Define for the reader any key terms or themes that are at the center of your narrative.
    - b. A review of literature to include existing scholarship related to your research (journal articles, books, conference papers, etc.).
    - c. A specific argument. This means that I want the student to argue a specific point.
    - d. Supporting evidence for the argument.

4. The paper must comply with the following **format guidelines**:
  - a. Use Microsoft Word to type your paper. Wordpad, Pages, Notepad, and other word processors may be incompatible with Canvas.
  - b. Nine (9) to twelve (12) pages in length.
  - c. Double spaced.
  - d. One inch margins (top, bottom, left, right).
  - e. Font style/size: Calibri (Body)/12 point.
  - f. **Be sure to put your name on the paper.**
5. The paper must be properly documented as follows:
  - a. **Style Manual**: Turabian, Kate L. 2013. *A Manual for Writers of Research Papers, Theses, and Dissertations*. 8th ed. Chicago: The University of Chicago Press.
  - b. **Style Form**: Author-Date style.
6. **Due Date**: The paper is due on **Apr. 16, 2018**.
7. **Late Papers**: Late papers will lose twenty-five (25) points. Therefore, the highest score a late paper can receive is 175. After May 11, 2018 (last day of the semester), late papers will be accepted according to the incomplete grade (see below).
8. Late penalties will not apply in cases where a student requires a reasonable accommodation related to being unable to turn in the paper by the due date. In order to qualify for this exception, a student must present the appropriate documentation from the Access and Inclusion department.
9. Students who fail to meet the above format guidelines will lose points.
10. The instructor will also evaluate papers based on the student's competency related to spelling, grammar, and style.
11. **Submitting the paper**:
  - a. **Draft Submission**: Students will be allowed one chance to submit their papers in draft form to Vericite (Canvas). A link titled "Draft Submission" is placed on the Canvas menu for this course. The instructor will not review these submissions; however, students will be able to review their Originality Report and make any necessary corrections. Vericite is a program that informs the instructor of potential plagiarism. It also informs the instructor when two students (from the same class or from different classes) turn in the same paper. To avoid accusations of misconduct, do your own work and document all sources properly. Students found to have engaged in plagiarism will be subject to sanctions.
  - b. **Final Submission**: All students must upload their papers to Vericite in Canvas. The instructor has provided a separate "Final Submission" link. This is the version I will grade. **NOTE**: Students are only authorized to submit their papers once. Those wishing to submit a second "final" version of their paper must get the instructor's permission. Once the instructor grades the "final" version, no other versions will be graded.
  - c. **Please note**: it is the date indicated in Vericite under the "Final Submission" link that will determine if a paper was submitted on time.

12. Students are NOT allowed to recycle old research papers. If you wrote a paper for previous course credit (in my class or any other class), you cannot submit it for credit in this class. Your research in this class must be new.
13. Grades on the paper will be based on:
  - a. Argument clearly stated: 10 points possible.
  - b. Quality of the review of literature and supporting evidence: 100 points possible.
  - c. Extent to which format guidelines are followed: 30 points possible.
  - d. Extent to which Turabian documentation is followed: 30 points possible.
  - e. Quality of writing components (style, spelling, grammar, etc.): 30 points possible.

**Topic of Focus Paper (3@90 points each).**

- **Learning Outcome Targeted:** 4, 5, and 6.

In order to facilitate class participation, students will be required to submit three Topic of Focus papers. Submissions will be uploaded to Vericite in Canvas. The **late penalty** for papers posted after the due date is **fifteen (15) points**. After the due date for each, the instructor will lead the class in a discussion on the topic associated with the assignment.

Late penalties will not apply in cases where a student requires a reasonable accommodation related to being unable to turn in the paper by the due date. In order to qualify for this exception, a student must present the appropriate documentation from the Access and Inclusion department.

The instructor will provide a draft submission option to allow students to view their originality report before submitting the final draft. Students are only authorized to submit their “final” papers once. Those wishing to submit a second “final” version of their paper must get the instructor’s permission. Once the instructor grades the “final” version, no other versions will be graded.

- Topic of Focus paper #1 is due on February 1, 2018
- Topic of Focus paper #2 is due on February 22, 2018
- Topic of Focus paper #3 is due on March 22, 2018

*Response Guidelines*

- Each paper must be **at least four pages (double spaced)**.
- One inch margins (top, bottom, left, right).
- Font style/size: Calibri (Body)/12 point.
- The paper must be properly documented.
- **Style Manual:** Turabian, Kate L. 2013. *A Manual for Writers of Research Papers, Theses, and Dissertations*. 8th ed. Chicago: The University of Chicago Press.
- **Style Form:** Author-Date style.
- Use Microsoft Word to type your paper. Wordpad, Pages, Notepad, and other word processors are often incompatible with Canvas.

- Attach the paper as a document in Canvas under the appropriate link provided on the course Canvas site. **Be sure to put your name on the paper.**

#### *Grading*

- Extent to which format guidelines are followed: 20 points possible.
- Extent to which Turabian documentation is followed: 20 points possible.
- Quality of writing components (style, spelling, grammar, etc.): 10 points possible.
- Extent to which the stated questions are addressed: 40 points possible.

#### **Class Participation & Attendance (30 points).**

The success of any class depends in large measure on student participation in class discussion. In order to get the most out of this class, students must attend regularly. With this in mind, the instructor will evaluate each student's level of class participation and attendance. Except for the first day of class and the two exam days, students who miss lecture classes may lose points. Students who attend class but fail to participate and/or are inattentive may also lose points.

#### **Syllabus Review Assignment (Not Graded).**

Although it is not graded, completion of the syllabus review is an essential academic activity in this class. The purpose of the review is threefold. First, students need to be aware of the academic policies and procedures that govern the class (attendance requirements, classroom expectations, student duties & responsibilities, etc.). Second, students need to be aware of the course requirements (reading assignments, writing assignments, exams, etc.). Finally, your completion of this activity allows the instructor to confirm your participation in the class. There are three ways to complete this assignment:

- Attend the first class meeting. The syllabus review will be conducted by the instructor at that time.
- Schedule an appointment with the instructor and completed the review in a one-on-one advising session.
- Review the syllabus on your own and send the instructor an email or Canvas message confirming that you have accessed, read, and understood the syllabus. In the email, be sure to ask any questions you might have about the content of the syllabus.

### **GRADING IN THIS COURSE**

#### **Graded Assignments Summary.**

- Exam 1 = 250 points possible
- Exam 2 = 250 points possible
- Research Paper = 200 points possible
- Topic of Focus Paper #1 = 90 points possible
- Topic of Focus Paper #2 = 90 points possible
- Topic of Focus Paper #3 = 90 points possible
- Class Participation and Attendance = 30 points possible
- **TOTAL POINTS POSSIBLE = 1,000**

### Points-to-Grade Conversion.

- 900-1,000 = A
- 800-899 = B
- 700-799 = C
- 600-699 = D
- 0-599 = F

### Posting of Grades.

- Grades will be posted in Canvas Grade Book
- Feedback will be provided through a rubric in Canvas or a hand-written analysis (depending on the assignment).
- Turnaround time depends on the assignment. Generally, the instructor grades all assignments after the established due dates. This allows the instructor to grade most or all assignments at the same time, thus ensuring consistency in grading. Students who turn in an assignment early will have to wait until after the due date for their score. Students who turn in assignments late have to wait longer for their scores.

### Incomplete grades.

Any missing assignments in your record will be assigned a score of zero. Incomplete grades will be issued at the instructor's discretion and under the conditions set by University policy. The policy reads:

- **"The grade "I" shall be recorded for a student only in case of extraordinary circumstances.** This entry is used rarely when the instructor and his/her department chair have concurred that the incomplete entry is justified. A grade of "I" must be made up by the last day that course grades are due to the Registrar during the next long semester, and in all cases before registering for the next sequential course. Should this grade not be reported to the Registrar within the prescribed time limit, it automatically becomes an 'F.'" (2017-2018 Catalog).

#### *In this class*

- a. Earning credit in a class involves more than simply completing course requirements. Competence as a student and scholar also means completing those requirements in the time allowed.
- b. The phrase "in case of extraordinary circumstances" is interpreted to mean unexpected, substantial events in one's life that are clearly beyond the student's control and that occur **after** the **"Last day to drop a 16-week course with a 'Q' or withdraw with a 'W'."** This deadline is established by the Registrar (see University Calendar for exact date). The instructor reserves the right to request documentation attesting to this fact.
- c. Incomplete grades are NOT issued to students who simply procrastinated in the completion of coursework.
- d. Students who experience circumstances that continually interfere with their ability to complete the work in a timely manner are encouraged to consider withdrawing from the course. In addition, students who have neglected to complete any (or little) of the



course work throughout the semester should not expect their requests for an incomplete grade to be honored.

- e. If an incomplete grade is issued, students will only be allowed to complete the assignments with due dates after the **“Last day to drop a 16-week course with a ‘Q’ or withdraw with a ‘W’”** deadline. Assignments with due dates prior to this deadline must be submitted by 11:59 pm on the day of the last day of the semester.
- f. Late penalties will still apply to assignments turned in as part of the completion of an incomplete grade, unless the student provides documentation of a reasonable accommodation through the Department of Access and Inclusion.
- g. Students who have been given an incomplete grade are responsible for communicating with the instructor directly via email when a missing assignment has been submitted. In other words, do not simply submit the assignment on Canvas without informing the instructor.
- h. Following the completion of the missing assignments, students are also responsible for reviewing their grade in WarriorWeb to confirm that the instructor has submitted a change of grade. If not, they should notify the instructor via email immediately.
- i. The instructor reserves the right to make appropriate exceptions to the above policies; however, this is almost never done. Exceptions will also need the approval of the department chair.

## **ACADEMIC INTEGRITY & PLAGIARISM**

### **University Policy on Academic Integrity.**

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student’s academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student’s work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university’s Office of Student Conduct. Ignorance of the university’s standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

### **Instructor’s Policies on Plagiarism and Violations of the Academic Integrity Policy.**

- It is the student’s responsibility to know and understand the University’s academic integrity policy.
- It is also the student’s responsibility to know and understand what plagiarism is.
- Penalties and other sanctions will be determined by the nature of the infraction.

*Overt or conscious instances of dishonest behavior, plagiarism, or misconduct*

1. Examples include but are not limited to:
  - a. Plagiarizing another's research.
  - b. Cheating on an exam (or helping someone else cheat).
  - c. Cheating on assignments (or helping someone else cheat).
  - d. Submitting another student's work in place of your own.
  - e. Providing another student with your work in order that he might submit it in place of his own.
  - f. Purchasing or in some other way acquiring a research paper written by someone else and passing it off as your own work.
  - g. Cutting and pasting large quotes from internet or other sources without quoting and citing properly. "Large quotes" means that such quotes make up a large portion of one's work.
2. Penalties:
  - a. In all cases mentioned above, students will receive a zero on the assignment. Given that most assignments are worth a substantial part of one's grade, a zero is a stiff penalty.
  - b. Depending on the nature and severity of the offense, the instructor reserves the right to report the student's actions to the department chair and other university officials for possible additional sanctions (withdrawal from the course with a grade of "F", probation, suspension, expulsion, etc.).

*Inadvertent or unintentional instances of misconduct*

1. Examples include but are not limited to:
  - a. Improper use of bloc quotes.
  - b. Paraphrasing a source too closely when a direct quote is more appropriate.
  - c. Improper or incomplete citation of source material.
  - d. Failure to follow the required style of documentation as listed for the research paper or project.
  - e. Minor inaccuracies in documentation style.
  - f. Recycling research papers or other work from another class for which one has received credit.
2. Penalties:
  - a. Whenever possible the instructor will respond to inadvertent or unintentional instances of misconduct with a certain amount of forbearance. Such infractions will be treated as teaching moments, and students will be instructed in how to correct their work in the future.
  - b. However, the instructor will take points off a student's assignment score. The amount of points deducted will depend on the nature and scope of the infraction.
  - c. The instructor may also require students to revise or redo the assignment.

## COURSE OUTLINE AND CALENDAR

### Reading and Exam Schedule.

- Due dates for the research paper and the three Topic of Focus papers are listed under the assignment descriptions above.
- Due dates for exams 1 & 2 are listed here in this weekly schedule

Jan. 18:	Syllabus Review Assignment Beiner, Introduction
Jan. 25:	Beiner, Ch. 1, "Rousseau's Problem" Beiner, Ch. 2, "The Machiavellian Solution: Paganization of Christianity"
Feb. 1:	Beiner, Ch. 5, "The Hobbesian Solution: Judaicization of Christianity" Gorski, Introduction, "Prophetic Republicanism as Vital Center"
Feb. 8:	Gorski, Ch. 1, "The Civil Religious Tradition and Its Rivals" Gorski, Ch. 2, "The Hebraic Moment: The New England Puritans"
Feb. 15:	Beiner, Ch. 9, "Baruch Spinoza: From Civil Religion to Liberalism" Beiner, Ch. 12, "John Locke: The Liberal Paradigm"
Feb. 22:	Gorski, Ch. 3, "Hebraic Republicanism: The American Revolution"
Mar. 1:	Beiner, Ch. 14, "Bayle's Republic of Atheists" Beiner, Ch. 15, "Montesquieu's Pluralized Civil Religion"
<b>Mar. 8:</b>	<b>Exam 1</b>
<b>Mar. 15:</b>	<b>Spring Break (No Class)</b>
Mar. 22:	Beiner, Ch. 18, "Hume as a Successor to Bayle" Beiner, Ch. 19, "Adam Smith's Sequel to Hume (and Hobbes)"
Mar. 29:	Gorski, Ch. 4, "Democratic Republicanism: The Civil War" Beiner, Ch. 20, "Christianity as a Civil Religion: Tocqueville's Response to Rousseau"
Apr. 5:	Gorski, Ch. 5, "The Progressive Era: Empire and the Republic" Beiner, Ch. 21, "John Stuart Mill's Project to Turn Atheism into a Religion"

- Apr. 12: Gorski, Ch. 6, "The Post-World War II Period: Jew, Protestant, Catholic"  
Beiner, Ch. 23, "John Rawls's Genealogy of Liberalism"
- Apr. 19: Beiner, Ch. 29, "Nietzsche, Weber, Freud: The Twentieth Century Confronts the  
Death of God"  
Beiner, Ch. 30, "Nietzsche's Civil Religion"
- Apr. 26: Beiner, Ch. 31, "Heidegger's Sequel to Nietzsche"
- May 3: Gorski, Ch. 7, "From Reagan to Obama: Tradition Corrupted and (Almost)  
Recovered"
- May 10: Exam 2 (final exam)**

#### **Important University Dates.**

- **These dates are accurate to the best of the instructor's knowledge. However, in all cases, students should consult the University Calendar posted on the University's website to confirm the accuracy of all important dates. When in doubt, contact the Registrar's Office directly.**

#### **January 2018**

- January 2, (Tuesday) Winter Break Ends  
 January 2, (Tuesday) Priority Deadline for Admissions applications  
 January 5, (Friday) VA Certification Request Priority Deadline  
 January 11, (Thursday) Convocation  
 January 12, (Friday) Tuition and Fee payment deadline (16 week & 1st 8 week)  
 January 15, (Monday) Martin L. King Jr. Day  
 January 16, (Tuesday) ADD/DROP/LATE REGISTRATION BEGINS (\$25 fee assessed for late registrants) (16 week & 1st 8 week)  
 January 16, (Tuesday) Classes Begins  
 January 18, (Thursday) ADD/DROP/LATE REGISTRATION ENDS (16 week & 1st 8 week)  
 January 23, (Tuesday) Last day to drop 1st 8-week classes with no record  
 January 31, (Wednesday) Last day to drop 16 week classes with no record

#### **February 2018**

- February 2, (Friday) Priority Deadline to Submit Graduation Application  
 February 9, (Friday) Last day to drop a 1st 8-week class with a Q or withdraw with a W  
 February 15, (Thursday) Last day to apply for Clinical Teaching  
 February 23, (Friday) Student End of Course Survey Opens (1st 8-Week Classes)

#### **March 2018**

- March 1, (Thursday) Deadline to submit application to Teacher Education Program  
 March 2, (Thursday) Deadline to Submit Graduation Application for Ceremony Participation  
 March 9, (Friday) 1st 8 week classes end  
 March 9, (Friday) Deadline for Admissions applications

March 11, (Sunday) Student End of Course Survey Closes (1st 8-Week Classes)  
March 12, (Monday) Spring Break Begins  
March 12, (Monday) 1st 8-week grades from faculty due by 3pm  
March 15, (Thursday) Tuition and Fee Payment Deadline (2nd 8-week classes)  
March 16, (Friday) Spring Break Ends  
March 19, (Monday) 2nd 8 week begins  
March 19, (Monday) Summer Advising Starts  
March 19, (Monday) Class Schedule Published  
March 19, (Monday) ADD/DROP/LATE REGISTRATION BEGINS (\$25 fee assessed for late registrants) (2nd 8-week classes)  
March 21, (Wednesday) ADD/DROP/LATE REGISTRATION ENDS (2nd 8-week classes)  
March 27, (Tuesday) Last day to drop 2nd 8-week classes with no record  
March 30, (Friday) Last day to drop a 16-week course with a Q or withdraw with a W

### **April 2018**

April 1, (Sunday) GRE/GMAT scores due to Office of Graduate Studies  
April 2, (Monday) Scholarship Deadline  
April 2, (Monday) Registration begins  
April 5, (Thursday) Priority Deadline for International Student Admission Applications  
April 13, (Friday) Last day to drop a 2nd 8-week class with a Q or withdraw with a W\*  
April 13, (Friday) Deadline for submission of final committee-edited theses with committee approval signatures to Office of Graduate Studies  
April 27, (Friday) Student End of Course Survey Opens (16 Week and 2nd 8-Week Classes)

### **May 2018**

May 7-11, Finals Week  
May 11, (Friday) Last day to file for Degree Conferral (Registrar's Office)(\$20 Late Application Fee applies)  
May 11, (Friday) Spring Term Ends  
May 11, (Friday) Last day to withdraw from the university (16 week and 2nd 8 week classes)  
May 11, (Friday) Last day to apply for \$1000 Tuition Rebate for Spring graduation (5pm)  
May 12, (Saturday) Commencement Ceremony Bell County Expo Center 7:00 p.m.  
May 13, (Sunday) Student End of Course Survey Closes (16 Week and 2nd 8-Week Classes)  
May 14, (Monday) Minimester begins  
May 15, (Tuesday) Last Day to clear Thesis Office  
May 5, (Tuesday) Final grades due from faculty by 3pm (16 week & 2nd 8 week)  
May 21, (Monday) Priority Deadline for Admissions applications  
May 25, (Friday) VA Certification Request Priority Deadline  
May 28, (Monday) Memorial Day

## **TECHNOLOGY REQUIREMENTS AND SUPPORT**

### **Technology Requirements.**

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)

Password: Your MyCT password

### **Canvas Support**

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

### **Other Technology Support**

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [http://hdc.tamu.edu]

*Please let the support technician know you are an A&M-Central Texas student.*

## **UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES**

### **Drop Policy.**

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop\_Request\_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

### **Academic Integrity.**

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using

another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

### **Academic Accommodations.**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) webpage [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](#), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender – including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Division of Student Affairs at 254-501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

### **Tutoring.**

Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111. If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Dr. DeEadra Albert-Green at [deeadra.albertgreen@tamuct.edu](mailto:deeadra.albertgreen@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online

tutoring platform that enables A&M-Central Texas students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

**University Writing Center:** Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday with satellite hours in the University Library Monday-Thursday from 6:00-9:00pm. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WCOOnline](#) at [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu).

### **University Library.**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student



lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/) [https://tamuct.libguides.com/].

#### **OPTIONAL POLICY STATEMENTS:**

##### **A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

##### **Copyright Notice.**

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

Copyright 2017 by Daniel G. Karppi at Texas A&M University-Central Texas, College of Arts & Sciences; 1001 Leadership Place, Killeen, TX 76549; 254-519-5446;  
Dan.Karppi@tamuct.edu